

**NCO ACADEMY**  
**33009 761st TANK BATTALION AVENUE**  
**FORT HOOD, TX 76544**



**WARRIOR LEADER COURSE**  
**BARRACKS SOP**

UPDATED 01 OCTOBER 2011

III CORPS NCO ACADEMY  
WARRIOR LEADER COURSE  
FORT HOOD, TEXAS 76544

ATZF-NC

01 Oct 2011

MEMORANDUM FOR ALL PERSONNEL CONCERNED

SUBJECT: Academy Billets Standard Operating Procedures (SOP)

**Purpose:** This SOP establishes guidelines for setup and maintenance of the Academy area. Inclusive within this SOP are the students' rooms, common areas, facilities, and outside areas.

**Applicability:** This SOP applies to all cadre, staff, and students assigned to the Academy. All are required to adhere and enforce the standards outlined in this SOP.

**Objective:** The overall objective of this SOP is to ensure the highest sanitary and cleanest conditions within the Academy. Secondly to ensure uniformity is being met by all personnel and promote good order and discipline.

1. **Room Setup:**

a. The bunk will be made daily. When made, the bunk will have a neat and tight appearance, free of wrinkles and debris. The corners of the blanket will be made with a 45- degree angle. The blanket will have a white collar of approximately 6 inches in width (about the size of a dollar bill) and flushed with the bottom edge of the pillow. (See Figure 1-1)

**NOTE:** The bunk will be stockaded on the day of linen exchange.

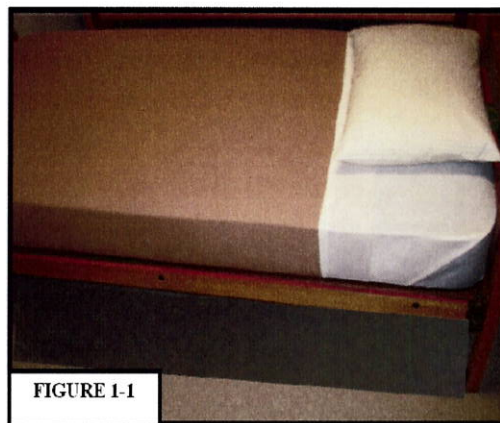


FIGURE 1-1

b. The pillow will be displayed with a flat and smooth appearance. The open end of the pillow will face away from the center aisle and will be folded neatly with all four corners complementing each other.

c. When stockaded the blanket will be folded neatly, flat and aligned evenly at the head of the bed. The blanket is to be folded the width of the bed and approximately the width of the pillow. The blanket will be placed beneath the pillow. The room inspection sheet will be placed neatly and slightly under the fold of the blanket centered with the pillow.



d. Footwear will be displayed as worn. They will be clean, laced, tied and tucked in as applicable. Each student will display their footwear directly below their uniform display. Footwear will be displayed in the following order from left to right; boots (beginning directly below the wet weather parka), low quarters, running shoes, and shower shoes. Whenever a pair of footwear is removed the remaining pairs will be shifted to close any gaps. All footwear toes will be evenly aligned and all shoes touching side by side. (See Figure 1-2)

**FIGURE 1-2****FIGURE 1-3**

e. The towel, laundry bag and washcloth will be displayed on the top rail of the footboard or on the second rail of the headboard. The laundry bag will be centered with the drawstrings forming an “X” on the top of the bag and the excess tucked in. Laundry bags should not touch the floor. To the left of the laundry bag will be a towel folded in thirds and to the right will be a washcloth folded in half with the opening towards the center of the laundry bag. These items will be neatly folded with all edges

aligned. (See Figure 1-3)

f. All windows and doors will be closed whenever you leave your room. Curtains will be open and blinds will be completely extended down resting on the windowsill with the flaps opened and parallel to the ground.

g. Before leaving the room, ensure that all lights and electrical appliances to include stove, washer, and dryer are turned off.

h. The room is to be clean at all times. The floors will be swept and mopped daily. The windows will be cleaned and shined on the inside and out. Everything within the room is to be dusted and cleaned daily to ensure a sanitary living environment.

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**NOTE:** Do not limit the cleaning only to the items indicated. Everything within the room such as light fixtures, walls, bed frames, door hinges, ceiling fans, and latrines are subject to be inspected.

i. Trash will be emptied daily prior to movement to class. Trash cans will be left upright with a fresh trash bag. Wash the trash cans every week.

j. All cleaning supplies will remain in the cabinets in the common area.

k. Do not store food or snacks in room at any time.

**2. Facilities:**

a. Outside walkways, adjacent floors, and landings will be swept daily.

b. Walls will be free of markings.

c. Room doors will be KEPT CLOSED at all times.

d. Stairs will be swept daily. Railings on the stairwell will also be wiped down daily.

**3. Common Area Laundry Rooms:**

a. Washing machines and dryers will be wiped down, inside and out daily. Washing machine doors will remain open when not in use.

b. No clothes will be left in the machines during the day.

c. Lint filters will be cleaned daily before PT.

d. Laundry detergent (Liquid only) will be labeled and placed inside the cabinet (right side) directly above the washing machine.

**4. Latrine:**

a. Sinks, showers, shower curtains, and toilets will be clean and dry on a daily basis.

b. Mirrors will be cleaned and shined with no streaks.

c. Shower curtains will be clean, dry, and fully extended.

d. Toilets will be free of debris and will at all times have a roll of toilet paper on the holder.

e. Floor will be swept and mopped with a clean mop.

f. All brass and chrome like items or fixtures will be clean and shined.

**5. Supply Closet:**

a. The supplies in the supply closet are managed by the Small Group Leaders (SGLs).

b. Students will keep the supply closet stocked and clean at all times.

c. Brooms will be dress right dress and the brush will be free of debris.

d. Mops and mop buckets will be dress right dress and free of any debris.

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**6. Common Areas (outside):**

a. Refer to the layout provided by your Cadre in order to know which platoon has which designated area.

b. Each platoon has the responsibility to ensure that their area is in a high state of police, clean and organized as applicable.

c. Each area must be to standard before PT, before any movement formation and before lights out for that day.

7. Recommendations to this SOP must be approved by the Commandant.

8. Point of contact is Alpha Company 1SG at 285-5160 or Bravo Company 1SG at 287-8403.



GEORGE D. DUNCAN  
CSM, USA  
Commandant

Encl

Annex A - Preparation for Inspection



## ANNEX A

### PREPARATION FOR INSPECTION

The purpose of this section is to describe how each item will be setup and displayed. Attention to detail is extremely important. Inspections will be conducted daily to ensure that these guidelines are being followed. The word right and left are used to describe placement of items as you stand at the entrance to the closet and look into it. Refer to diagrams/photos for further instructions.

**ACH** – The ACH will be displayed with rank properly positioned, the cover will be clean and properly secured. The chinstrap and webbing will be clean with excess straps taped with OD Green tape. The ACH will be placed on the top shelf of the closet on the right side next to the patrol cap. No extra pads/cushioning will be inside the ACH while displayed. (See Figure A-1)

**PATROL CAP** – The patrol cap will be displayed with the rank in place. The front of the bill will be flush with the front edge of the top shelf. The second patrol cap will be placed directly on top of the first. Patrol caps will be clean, serviceable. (See Figure A-1)

**BERET** – The beret will be displayed as worn with the front edge flushed with the front edge of the top shelf. The flash will be facing front with the Distinctive Unit Insignia attached. Beret will be clean and serviceable. (See Figure A-1)



**FLEECE PT CAP** – The PT Cap will be displayed folded in half with the opening flushed with the front edge of the top shelf.

**BLACK GLOVES** – Black gloves will be displayed on top of the PT Cap with palms facing together, fingers of gloves pointing toward the rear of the shelf. Glove inserts will be placed inside of the leather shells as worn; the excess will be folded inward and flushed with the shells opening. The open end of the gloves will be flush with the front edge of the top shelf. (See Figure A-1)

**UNIFORM DISPLAY** – Uniforms will be displayed in the following order; Wet Weather Parka w/pants, Class A or ASU, Army Green/White Shirt, ACU (3), IPFU Jacket w/pants, Long Sleeve T-Shirt w/shorts, Short Sleeve T-Shirt w/shorts, and penny.

**WET WEATHER PARKA** – The wet weather parka will be displayed as worn. Zipper, Velcro, and strings will be fastened as worn. The wet weather trousers will be hung on the same hanger so that the waistband falls to the left side of the hanger and the button fly to the front. (See Figure A-2)

**CLASS A/ASU UNIFORM** – The Class A/ASU jacket will be displayed as worn. Pants will be hung on the same hanger as the corresponding jacket so that the waistband falls to the left side of the hanger and the button fly to the front. (See Figure A-2)

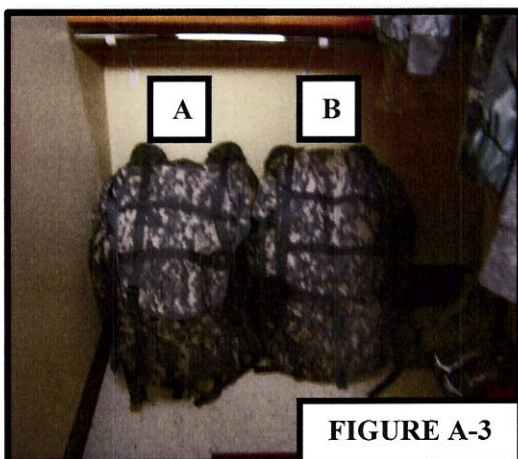
**ACUs** – Uniforms will be displayed as worn. The top velcro of the jacket will be undone, and all other velcro will be fastened as worn. The jacket will be hung so that the front is to the right. Pants will hung on the same hanger as the corresponding jacket so that the waistband falls to the left side of the hanger and the button fly to the front. (See Figure A-2)

**ARMY GREEN/WHITE SHIRT** – The Army green or white shirt will be displayed as worn. All buttons will be fastened. Females will fold their skirt in half and place it on the same hanger so that the waistband falls to the left of the hanger and the fold on the skirt faces to the front. (See Figure A-2)



**IMPROVED PHYSICAL FITNESS UNIFORM (IPFU)** – The IPFU will be displayed the same as the above uniforms. The jacket will be zipped and the pants folded over the same hanger with the front of the pants toward the front of the closet. A pair of shorts will also be placed on the same hanger of the long sleeve and short sleeve t-shirt. Shorts will be hung so that the waist band falls to the left. (See Figure A-2)

**NOTE:** No dirty uniforms will be displayed. No pin-on insignia of rank is to be displayed on any hanging item in the closet. You are authorized to have sew-on or hook-and-loop rank as long as it is properly attached. Hanging extra uniforms is authorized as long as they are hanging with the corresponding uniforms, and do not create a crowded appearance. Hangers within each display must be spaced approximately 4 fingers width apart and be of the same style, color, and material.



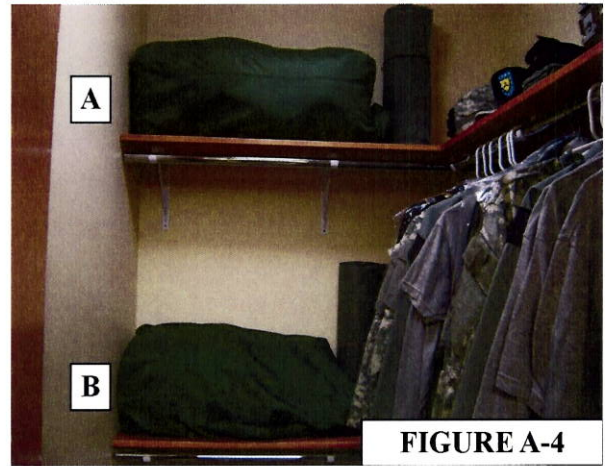
**RUCKSACK WITH FRAME** – The rucksack will be displayed clean, serviceable, and on the floor in the closet under the first shelf with the shoulder straps to the wall. Both student's rucksacks will be displayed side by side as you look directly into the closet. (See Figure A-3)

**LBE/LBV** – Will be placed in the rucksack.

**PONCHO** – The Poncho will be combat rolled and placed in the rucksack front center pocket.



**DUFFLE BAG** – The duffle bag will be displayed on the shelf in the closet with the opening of the duffle bag facing the uniform display and shoulder straps tucked in and to the wall. Student A will display his/her duffle bag on the top shelf and Student B will display his/her duffle bag on the bottom shelf. A lock will be placed on the duffel bag for security. When empty, the duffle bag will be folded in thirds with opening on top facing the uniform display. (See Figure A-4)



**SLEEPING MAT** – The sleeping mat will be displayed upright to the opening side of the duffle bag. The sleeping mat will be rolled tight with the strings tucked in. (See Figure A-4)

**(NOTE: Drawer display is NOT optional – ALL students will have a display)**

**TOWELS**– Roll towels neatly approximately six inches in width. Place two towels next to each other on the top left rear corner. (See Figure A-5)

**PERSONAL HYGIENE KIT** – Display the kit in the left front corner of the drawer. The kit and all items must be cleaned at all times. (See Figure A-5) The personal hygiene kit will contain at least the following:

- a. Toothpaste.
- b. Toothbrush with case.
- c. Soap with soap dish or liquid soap.
- d. Razor with blade or electric razor.
- e. Shaving cream.
- f. Deodorant.
- g. Other personal items may be stored in the kit.



**WASHCLOTHS** – Washcloths will be neatly folded in half lengthwise then widthwise so that it forms a 4" x 4" square. Place two washcloths on top of each other in the left side above the personal hygiene kit. The smooth edges will be toward the front of the drawer. (See Figure A-5)

**WHITE T-SHIRT (1)** – T-shirt will be neatly rolled six inches in length with the smooth edge up. No stiffeners or tape will be used. The t-shirt will be placed to the right of the personal hygiene kit with the left side of the t-shirt touching the right side of the personal hygiene kit. (See Figure A-5)

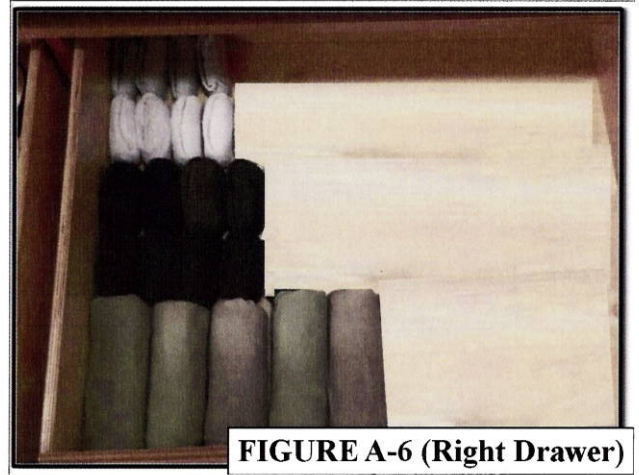
**BLACK DRESS SOCKS (2)** – Socks will be neatly rolled individually with the top edges of the sock rolled inward forming a collar. Make sure the collar is flush with the rest of the rolled sock. Place socks above the white t-shirt forming two rows from front to rear with the opening of each roll facing upward. (See Figure A-5)



**BROWN T-SHIRTS (5)** – T-shirts will be neatly rolled six inches in length with the smooth edge up. No stiffeners or tape will be used. The t-shirts will be placed in the left front corner from left to right. (See Figure A-6)

**GREEN SOCKS (4)** – Socks will be neatly rolled individually with the top edges of the sock rolled inward forming a collar. Make sure the collar is flush with the rest of the rolled sock. Place socks above the brown t-shirts forming two rows from front to rear with the opening of each roll facing downward. (See Figure A-6)

**WHITE SOCKS (4)** – Socks will be neatly rolled individually in the same manner as the green socks. Place white socks above green socks forming two rows. (See Figure A-6)



**FIGURE A-6 (Right Drawer)**

**PERSONAL DRAWER** (Five Drawer Chest) – Soldier A will have the top two drawers of the chest and Soldier B will have the bottom two drawers. The middle drawer will be left empty. All items will be cleaned and displayed neatly and without a cluttered appearance. Absolutely no sensitive or high dollar items are to be maintained in this drawer.

**UNDERWEAR** – Underwear will be placed in the personal drawer.

**BRASSIERE** – Brassieres will be placed in the personal drawer.

**NOTES:**

1. When not in the room, the drawer will be left open with a six inch gap.
2. All High dollar items will be stored in the Soldiers locked duffle bag whenever he/she is not in the room for any period of time.